



<b>UCP CHARTER SCHOOL:</b>	<b>ENROLLMENT/LOTTERY/WAITING LIST</b>
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**Policy:**

It is the policy of UCP Charter Schools to ensure that needs of all students can be met by UCP Charter Schools and all federal/state guidelines are met regarding Lottery/Enrollment.

**Procedure:**

1. Students will be admitted to UCP Charter Schools regardless of race, gender, religion or ethnic origin and our admission and dismissal procedures will be equitable for all students.
2. In year one, and subsequent years, UCP Charter School will set and advertise an Intent to Return/Registration/Lottery date
3. The follow groups of students will not have to participate in the lottery and will gain automatic admission/re-admission:
  - a. Staff children who work at that UCP Charter School location
  - b. Children of Board Members
  - c. In subsequent years – current children and siblings will have automatic re-admission assuming they complete the Intent to return form prior to the deadline.
    - i. If a parent does not complete the Intent to Return by the deadline – they would be placed on the “Pending Student” DB.
4. After the Intent to Return deadline – the Principal is responsible for ensuring the “CLASS LIST” is updated with the returning students and determining the number of openings per class.
5. The Principal is responsible for ensuring the “ENROLLMENT PLANNING WORKSHEET” is updated with the # of Returning students, openings and any pending new students.
  - a. All new students who have indicated interest in attending the following school year should be entered this database.
  - b. The Family Services Case Manager is responsible for contacting each pending family, confirming continued interest and ensuring full application packet with a copy of the birth certificate is completed/turned in and a “Red Folder” is created.
  - c. The Enrollment Planning Worksheet should be updated as information is received.
6. If the number of qualified applicants is less than or equal to the number of available slots each qualified applicant will be accepted and enrolled
7. All students residing in the county where the school is located will have priority for vacant slots. If the number of in-county applicants meeting the established criteria of the Charter exceeds the capacity of the school, individual classroom or assigned slots, each child would be placed in a random lottery.
  - a. Each application will be given a number and all numbers for each classroom will be placed in a container. Numbers will be drawn in a random manner and all slots will be filled based on the order of their drawing.
  - b. All numbers will be picked and the remainder of the students will be used to create the waiting list. The list will be developed based on the drawn number order.

- c. There will be at least two staff members present during the lottery drawing and the lottery will be open to the public.
8. After all, in-county students are given a slot, children living out of county will have the opportunity to utilize vacant slots. If the number of out of county applicants meeting the established criteria of the Charter exceeds the openings of the school, individual classroom or assigned slots, each child would be placed in a random lottery.
  - a. Each application will be given a number and all numbers for each classroom will be placed in a container. Numbers will be drawn in a random manner and all slots will be filled based on the order of their drawing.
  - b. All numbers will be picked and the remainder of the students will be used to create the waiting list. The list will be developed based on the drawn number order.
  - c. There will be at least two staff members present during the lottery drawing and the lottery will be open to the public.
9. After the "Lottery" is completed, students will be contacted in the order in which names were randomly drawn and established on the waiting list.
10. As openings arise throughout the year, the next child on the waiting list for that classroom/slot will be offered the "space".
11. The parent/guardian has 7 work days to accept/refuse the space and complete all required documentation for admission into Charter School. If the parent does not do so, the space will go to the next child on the waiting list. The student will be removed from the list and requested to reapply in the future if they would like to be considered at a later date.